

**MAJOR FUNCTION**

This is highly skilled work involving the oversight and management of the maintenance, repair, replacement and installation of heating, ventilation and air conditioning (HVAC) systems; and/or providing Honeywell Enterprise Buildings Integrator (EBI) Building Automation System (BAS) technical support involving monitoring, troubleshooting, programming, repair, replacement, conversion/integration to an open Niagara Framework, etc. to ensure that city facilities remain reliable, efficient, and HVAC operations are automated and optimized. HVAC project manager will oversee HVAC projects and designs to meet city wide needs. The HVAC project manager also will need to lead detailing, pre-planning of jobs and coordinate with other staff members regarding electrical, plumbing, refrigeration and fire/sprinkler systems. Additionally, this position will work with general contractors to ensure that all construction standards are being met. This position supervises the HVAC/Automation Technician position and others and works at the direction of the Facilities Director and Energy Management Engineer.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Responsible for oversight and management of the maintenance, repair, installation, and replacement of HVAC equipment and related components; and/or providing EBI BAS support including monitoring, maintaining, repairing, wiring, troubleshooting, programming, upgrading hardware and software, setting up schedules and trend logs, and converting “proprietary” systems to “open” using the Ni Framework. Evaluate the need to upgrade or replace HVAC equipment. Assist with determining requirements as to size, configuration, and load for building HVAC equipment. Develop maintenance procedures, follow and maintain records associated with preventative maintenance activities for HVAC equipment and related systems, and BASs, to ensure they are maintained to optimize service life, and sequenced/scheduled to minimize operating costs while maintaining proper indoor air quality and comfort levels. Respond to HVAC/BAS service requests from internal city facilities, identify the cause of the problem, determine appropriate solutions, initiate and complete the necessary repair or replacement, or recommend and manage the hiring of an outside contractor as required. Plan the daily and weekly work including managing and directing the work of subordinates to ensure customer service and preventative maintenance requirements are met. Demonstrate excellent customer service skills and work with customers to ensure they remain aware of the situation and the estimated timeline for completion including clear communications regarding anticipated delays or operational issues that affect their daily operations. Travel to job sites, maintain log of miles driven, and document all site visits including the make, model and serial number of installed equipment, findings, diagnostics, alarms, test data and measurements, corrective actions, and photographs as appropriate. Maintain proper inventory of parts, tools, refrigerant, refrigerant recovery/recycling license and related equipment, and safety equipment. Remain available to work nights, weekends, and holidays, on a rotating basis, to service emergency needs of internal customers. Identify and participate in relevant training to maintain certifications and stay abreast of the latest industry technologies and techniques. Perform related work as required.

**Other Important Duties**

Responsible for the general upkeep of HVAC systems, BASs, related components, materials, tools and equipment to ensure clean, accessible, and safe facilities for citizens and internal customers. Ensure safe and proper procedures are utilized during all maintenance and repair activities. Perform related work as required including assisting with general facilities management related projects and activities.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

HVAC Technician: extensive and demonstrable HVAC experience including maintenance, repair, replacement and installation principles and techniques for commercial and residential HVAC equipment and components. Understand and be proficient in the use of tools, diagnostics equipment, refrigerant recovery/recycling equipment, and all aspects of HVAC diagnostics and repair. Proficient in brazing, welding, pipefitting, and soldering techniques for installation of refrigerant, hydronic, and pneumatic piping systems. Competent to troubleshoot, repair, maintain, service, and replace the following equipment: water and air cooled chillers, counterflow cooling towers, gas fired boilers, variable frequency drives, built up air handlers, Direct Expansion (DX) split systems, Variable Air Volume (VAV) air terminals, computer room air conditioners (both chilled water and DX), fan coil units, package units, fans, pumps, valves, actuators, pneumatics, motors, refrigerants, and water treatment of hydronic systems. Proficient with methods and materials used in construction, maintenance and repair of City or other commercial facilities, particularly as it relates to HVAC equipment.

Automation Technician: extensive and demonstrable Honeywell EBI BAS experience including Excel CARE software programming, graphics development; networking and C-Bus, LON-Bus, and BACnet protocols and integration; troubleshooting, maintaining, and converting “proprietary” systems to be “open” using the Niagara Framework via the Niagara 4 hardware platform with HTML5 views. Extensive experience and knowledge of low voltage wiring, network wiring, communication protocols, trunk/field device wiring, field devices, building controllers, system front ends and related programming; and integration of field devices, routers, and building controllers, etc.

Proficient in the use of maintenance tracking/scheduling systems, compiling reports, developing/compiling maintenance procedures, and uploading data/reports/information/etc. into a workflow or maintenance tracking system. Proficient in the use of E-mail, Microsoft Windows, Microsoft Word, and Microsoft Excel. Extensive knowledge of the occupational hazards of working in and around mechanical and electrical equipment, including the proper use of safety and personal protective equipment. Excellent customer service skills with a strong desire to exceed customer expectations. The ability to effectively manage the work of others. The ability to work independently and in a timely and professional manner. The ability to keep records of repair and service operations and prepare reports. The ability to follow oral and written instructions accurately. Excellent analytical skills and attention to detail with the ability to read and interpret blueprints, plans, and manuals.

**Minimum Training and Experience**

Possession of an associate’s degree in engineering technology, computer technology, building maintenance technology, or HVAC technology and networking or a related field and five years of execution of contracts requiring the experience, knowledge, and skill to install, maintain, repair, fabricate, alter, extend or design central air-conditioning, heating and ventilating systems. Two years must have been in a supervisory capacity.

**Necessary Special Requirement**

Must possess a valid Class E State driver’s license at time of appointment.

Must possess a Class A Florida HVAC license at the time of appointment.

Established: 05-22-17